



Oklahoma City Golf and Country Club “Something about us”

The Oklahoma City Golf and Country Club is a 108 year old exclusive private club that is nestled in Nichols Hills. As one of the oldest private clubs in Oklahoma, the Oklahoma City Golf and Country Club has an outstanding reputation for being the center of social life as well as a tradition of excellence. With a membership of over one thousand families, the 90,000 square foot English Tudor-style clubhouse and surrounding golf course is the setting for championship golf tournaments for men and women, tennis tournaments, celebrations, balls, holiday festivities, debutante debuts, parties, wedding receptions, dinners, and lazy summer afternoons by the swimming pool.

Oklahoma City Golf & Country Club’s signature venue is its golf course. The course is an impeccably maintained Perry Maxwell design constructed in 1929, and has been recognized by many, including Golf Digest, as one of the state’s premier courses. The 6,861 yard (Championship tees) par 71 course has a course rating of 73.2 with a slope of 128. It is maturely landscaped with tree-lined holes throughout the rolling hills, and has eleven holes with either lakes or meandering creeks in play. There are no green fees charged to members.

The Club has hosted several regional and national tournaments, including the U.S. Amateur (1953), the Trans Mississippi Amateur (6 times dating back to 1932), NCAA Division I Southwest Regional (1994), Western Amateur (1939), Women’s Western Open (1949), Women’s Southern Open (1936), Oklahoma City Open (1929), as well as several women’s and men’s U.S. Amateur qualifying tournaments. Also, the Club has hosted U.S. Open qualifying on several occasions. The Club hosts a variety of member tournaments throughout the playing season, including numerous mixed foursome events and the always popular “Boomerang”, a three-day men’s-member-guest event held every other year.

The Oklahoma City Golf and Country Club is the premier country club in Oklahoma and is a *Top 150, Platinum Club of America*. The club’s amenities include golf, tennis, swimming, athletic center, and dining. The club recently underwent extensive renovations of the lower level of the clubhouse including, the men’s & ladies locker room, several banquet rooms. Additionally, the aquatics areas were fully renovated including the deck, pool surface, dining spaces, and a 1950’s diner. In December the club completed renovations at the tennis and fitness centers.

The club maintains a \$15M operating budget and does \$6.1M in food and beverage annually.



Dining Room Manager: Job Posting

Position Summary:

Has thorough familiarity with the organizational procedures and policies of the Club and acts according to those policies and procedures. Handles complaints and compliments according to standard procedures and informs the Clubhouse Manager and Assistant Managers to follow-up in an appropriate manner. Communicates problems, concerns and suggestions to Clubhouse Manager and Assistant Manager for discussion, resolution and implementation. The plan of action must be documented, and the result followed-up and monitored

Knowledge, Skills, and Abilities:

- Shows initiative and positive attitude in directing his/her staff, while striving for harmony in dealing with the staff fairly.
- Sets a good example by his/her own behavior in dealing with members and employees. Serves as a good example for the Club's service staff to model.
- Counsels employees on an as-needed basis to keep them mindful of their jobs and in a positive frame of mind. Avoids allowing behavior that would have a negative impact on the individual or others staff personnel.
- Instructs and trains staff in terms of proper service procedures and assists in their personal development, with emphasis on training and evaluation of all Main Dining Room and bar employees.
- Evaluates the employee in the Main Dining Room and bar twice a year together with the Assistant Dining Room Manager and other supervisors for their input prior to meeting with the individual. All evaluations will be scheduled and performed in privacy. Once a year the evaluation will coincide with a yearly review of pay; any merit pay increases need to be discussed with the Clubhouse Manager and require approval of the Chief Executive Officer.
- Directs all wait staff in the Main Dining Room and bar, including Front and Back and Assistant Waiter, Bartenders and Cocktail Waitresses.
- Provides alcohol awareness training; disseminates member names and their preference, club philosophy, policies and limitations of alcoholic beverage service.
- Establishes a file listing the names of the members with additional information concerning their preference, to encourage evenhanded, improved service by the employees.
- Utilizes training programs developed or purchased by the Club management staff for new and low-performing service staff; and assists all employees in developing and improving their skills.
- Informs employees of the Club activities and upcoming events during daily pre-meal employee meetings; conveys any new or existing Club policies that require attention.
- Used to update the staff on daily specials, as well as review past activities in the Main Dining Room, highlighting pros and cons of the day and evening service.
- Dissemination of information from management is expected to be handled in a professional manner.
- Observe and catches the employee going the "extra mile".
- Checks that all tables are properly set and all side duties are completed prior to and after the lunch and dinner shifts for all positions, including front, back and assistant waiters, as well as the bar staff.
- Schedules a daily walkthrough of the Main Bar before services checking for clean tables, ashtrays with matches at correct level and candles placed on tables for evening.



- Checks that the back is clean before and after the shift and that the Bartender has properly stocked inventory.
- Makes written notes reporting any equipment that is not performing properly to dining room manager
- Stations himself/herself close to Main Dining Room entrance when members are arriving for meals; greets them and welcomes them; assigns tables prior to their arrival to ensure expedient table service; provides timely answering of phones during the dinner shift.
- Has ultimate responsibility for the care and cleanliness of all equipment, including china, glass, silver, linen, and furnishing and bar equipment: espresso machine; refrigerators; ice makers, etc.
- Monitors uniforms, linen, glass, crystal, china and food closely to prevent mishandling and breakage. Impresses the care and consideration of these and other Club furnishings on the employees.
- Becomes actively involved in the details surrounding Club party functions that are to be accommodated in the Main Dining Room: staffing; decoration; seating assignments. Coordinates food with Chef and kitchen staff to assure the success of these events; offers input and assistance to Club management with scheduled music and entertainment.
- Assures that confidential information remains within the realm of the management staff only.

Education, Certification/License and Experience:

- Five plus years in the industry. Served as a food and beverage manager or in a similar fine dining situation is helpful

Working Conditions/Environment:

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in all types of environments with all types of noise

All measures will be taken to adhere to the **Occupational Safety and Health Administration** of the United States Department of Labor. All Oklahoma rules are the same regulations followed by Federal OSHA.

Benefits at the Club

- The club offers a comprehensive benefits package for those who qualify
- Competitive Salary

Responses and Inquiries

- Please Contact Phil Wheeler, Clubhouse Manager, at pwheeler@okcgcc.com
- Please attach resume and cover letter in your response